

## LANCASHIRE COMBINED FIRE AUTHORITY

### MEMBER TRAINING & DEVELOPMENT WORKING GROUP

Notes of meeting held in the Main Conference Room, Service Headquarters, Fulwood, on Wednesday, 3 April 2019.

#### PRESENT:

##### Councillors

D Smith (Chairman)  
A Kay  
Z Khan

##### Officers

B Warren, Director of People and Development (LFRS)  
D Brooks, Principal Member Services Officer (LFRS)  
J Keighley, Member Services Assistant(LFRS)

#### APOLOGIES FOR ABSENCE

Apologies were received from County Councillors I Brown, S Holgate and Councillor T Williams.

#### NOTES OF PREVIOUS MEETING

The Chairman, Councillor D Smith welcomed the Members to the meeting.

The notes of the previous meeting held 7 November 2018 were confirmed as a correct record and signed by the Chairman.

#### REVIEW OF MEMBER TRAINING AND DEVELOPMENT STRATEGY

The Authority has had a Member Training and Development Strategy in place since 2006 which had been reviewed regularly. Members noted that this years' review of the Member Training and Development Strategy included a comparison with the model strategy which was used by North West Employers Organisations and other local Authorities' strategies. Members reviewed and approved the revised Strategy as presented which included minor revisions to the PDP – Review Meeting and Personal Development Plan template which had been improved to include details of the Service employee Self-Service portal for new Members. Members felt that the Strategy worked well and approved the revised Strategy as presented.

#### MEMBER TRAINING & DEVELOPMENT - UPDATE REPORT

##### Personal Development Plans

Members noted that of the 25 elected Members 100% had completed their personal Development Plans or had a 1-2-1 review meeting for the municipal year 2018/19 with a

Democratic Service Officer.

#### Member Information Bulletin

A quarterly Information Bulletin was issued to keep Members informed of the latest items of interest, up and coming Fire Authority Committee meeting dates and Member Training and Development news and opportunities such as invitations to attend Prince's Trust Presentation Evenings or Long Service Commendation ceremonies etc. Feedback from Members continued to be very positive.

#### Members' Handbook

The Members' Handbook was a quick reference guide produced for Members to support their Training and Development. It set out: the role of the CFA and its committee structure, scheduled meeting dates and member contact details. It also set out the Executive Board contact numbers and responsibilities, area contact information and a number of key issues for new Member consideration.

#### Co-ordination of Training

To reassure Members, Democratic Services made regular contact with home authorities to co-ordinate member training and development opportunities and avoid duplication; sharing Members personal development plans and records as appropriate.

The Chairman requested that a reminder be placed in the Member Information Bulletin of the importance of notifying Democratic Services when Members attend any events in their capacity as CFA Member in order that this can be included in reports to this group.

### MONITORING, REVIEW & EVALUATION OF ACTIVITIES

This report provided an update on Member Training and Development activities since the last meeting of the Group. The report showed opportunities and outcomes of Member Training and Development activity linked to corporate objectives.

#### Attended Local Fire Stations

Members noted that 24 Members (96%) had visited their local area fire station. Of the 1 outstanding Member, which had proved difficult to finalise due to busy diary commitments a meeting had now been confirmed in their diary.

In addition, Members noted that County Councillor N Hennessy had attended a visit to Tarleton Fire Station in early February to congratulate the crews on the results and feedback from Her Majesty's Inspectorate of Constabulary and Fire & Services inspection report and was invited back to the unit to raise their profile during an open morning for members of the public to attend and learn what the crews did in the local area of Tarleton.

#### Leadership Essentials – Fire and Rescue Event

Members noted that 2 Members had attended the Leadership Essentials – Fire and Rescue event which was aimed at elected Members with leading roles on fire and rescue authorities.

#### Bay Search and Rescue Visit

In January 2019 Members were invited by the Chairman County Councillor F DeMolfetta and the Deputy Chief Fire Officer Justin Johnston to attend the Bay Search and Rescue facility in Cumbria. Members were introduced to their full range of special vehicles used by the team.

In addition, Members experienced a trip onto the marsh.

#### LGA Equality, Diversity and Inclusion in the Fire and Rescue Services – Masterclasses

In February 2019 chaired by County Councillor N Hennessy Members met with Councillors from neighbouring fire authorities. The masterclass gave the opportunity for Members to view informative presentations from different lead speakers.

#### Safe Drive Stay Alive Event

In February 2019 the Service invited Members to attend the Safe Drive Stay Alive Event. The event gave the opportunity for Members to view presentations and performances from the different speakers from emergency services and families who reached out to new and pre-drivers in an emotive and hard-hitting way. In response to a question raised by CC A Kay, the Director of People & Development confirmed the agreed details of the next event in Blackpool.

#### LGA Annual Fire Conference 2019

In March 2019, County Councillors S Holgate, D O'Toole and T Martin attended the annual fire conference and exhibition which was a key event for senior fire officers and members of fire and rescue authorities. The conference gave Members the opportunity to discuss the sector's work on fire safety, inspection and enforcement, issues around finance and funding and highlighted the support that was available to Councillors from the LGA and provided an opportunity to network.

#### FUTURE MEETING DATES

The next meeting of the group was scheduled for Wednesday 6 November 2019 in the Main Conference Room, Service Headquarters, Fulwood, commencing at 10:00 hours.

B WARREN  
Director of People and Development

LFRS HQ  
Fulwood